FORMS CONSTRUCTION AND DESIGN STANDARDS   2324

There are many types of forms being utilized by CDF. In general, forms can be filled out and transmitted on paper or by electronic media. Contact the CDF Forms Unit for information about electronic forms design, filler software and appropriate hardware.

The Office of State Printing has developed some Standard State forms in an electronic media. They can be accessed via the internet at:

> http://www.osp.dgs.ca.gov/StandardForms/Fill+and+Print+Standard+eForms.htm

Firescope has made some ICS forms available on the internet. You must request a password from Firescope to access this site. Once you have a password, access to the site will enable you to access Firescope forms. Request your access information from:

> http://firescope.oes.ca.gov/

When analyzing existing forms and developing new forms, the originator shall pay particular attention to forms construction as it relates to: (1) the cost of material and labor in printing the form, and (2) efficiency in the system in which the form is to be used. All agency forms must contain "State of California," the agency name, a form number and a form creation or revision date. This applies to all forms whether they are on paper or in an electronic format. Refer to SAM Section 1720.

When developing new and revising old forms, try to do following:

- Construct forms in standard sizes.

- Use recycled paper products in place of virgin fiber products.

- Reduce the size of forms through proper design.

- Reduce the weight of paper when feasible.

- Eliminate use of colored paper stock.

- Minimize the number of copies in multi-part sets.

- Pad single flat sheet forms.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.